



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Mallory Sullivan	RFA #17 – 57
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/16/2017	Mallory met with [REDACTED] (With Michelle from CASAS)	
10/18/2017	Mallory call to [REDACTED]	Mallory shared [REDACTED] experience with [REDACTED], who immediately knew this was referencing an employee named [REDACTED]. [REDACTED] said there may have been an issue with this
10/19/2017	[REDACTED] and [REDACTED] call to MS	[REDACTED] will talk with employee [REDACTED] today. He will be informed that he should not sit down and eat with students nor give female students additional attention. [REDACTED] shared that there was another complaint of similar behavior in Feb 2015. [REDACTED] will also be required to attend sexual harassment training on Monday (10/23). If the behavior does not correct [REDACTED] will likely terminate [REDACTED] employment.
10/20/2017	MS called [REDACTED]	Informed that MS spoke with [REDACTED] and shared [REDACTED] experience. [REDACTED] spoke with the employee yesterday (10/20) and although did not inform the employee of [REDACTED] name. MS asked [REDACTED] to please

		follow-up if the employee's behavior does not stop. [REDACTED] was appreciative and satisfied with the outcome.
11/2/2017	MS called [REDACTED]	No answer left message regarding follow-up about conduct stopping.